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Ontario Department of Education

MEMORANDUM

Respecting Higher and Permanent Teaching Certificates

VALID IN ELEMENTARY SCHOOLS

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MEMORANDUM

Respecting Higher and Permanent

Teaching Certificates

Valid In Elementary Schools

SECTION I—PERMANENT SECOND CLASS CERTIFICATES

1. An applicant for a Permanent Second Class certificate is required to submit,—

(a) an Interim Second Class certificate;

(b) a statement from the proper inspector, on a form furnished by the Department of Education, that the applicant has taught successfully on a certificate valid in Ontario for at least two years in the public or separate schools of Ontario;

(c) the certificate obtained through the successful completion of the Departmental Summer Course in Education;

(d) Grade XIII (Upper School) certificates in English literature, English composition and two additional Grade XIII (Upper School) papers chosen from algebra or mathematics of investment, accountancy practice or secretarial practice, geometry, trigonometry and statics, botany, zoology, physics, chemistry, French, German, Greek, Latin, Spanish, Italian, history, music. (In the case of French-speaking teachers, the four papers required shall be English literature, English composition, French literature, and French composition.)

Note: The applicant may substitute evidence of **two** years of successful teaching experience on a certificate valid in Ontario, certified by the proper inspector, for one Grade XIII paper, **four** years for two papers, **six** years for three papers, or **eight** years for four papers under this clause.

(e) evidence of the successful completion of two approved Departmental summer courses.

Note 1: The list of approved Departmental summer courses will be found in Section VII on page 7.

Note 2: The applicant may substitute evidence of **three** years of successful teaching experience on a certificate valid in Ontario, certified by the proper inspector, for one approved Departmental summer course, or **six** years for the two, but years substituted for Grade XIII papers under (d) cannot be used again under (e).

2. An applicant may substitute for requirements listed in 1 (c), (d), and (e), evidence of the successful completion of the second year of the Normal School course, or the course leading to one of the following: (i) an Interim High School Assistant's Certificate, Type B, granted upon the successful completion of the one-year course at the Ontario College of Education, (ii) an Interim Intermediate Home Economics Certificate, (iii) an Interim Intermediate Industrial Arts and Crafts Certificate, (iv) the certificate granted upon the successful completion of the one-year English-French Model School course, (v) an Interim Primary School Specialist's certificate, (vi) a certificate as Teacher of the Deaf, (vii) a Certificate as Teacher of the Blind.

3. An applicant who submits evidence of an honourable discharge from active service in His Majesty's forces may substitute evidence of months of active service for requirements under 1 (c), (d), and (e) as follows:

(i) **ten** months for the certificate in Education required under 1 (c);

(ii) **six** months for each Grade XIII (Upper School) paper required under 1 (d);

(iii) **ten** months for each certificate obtainable at approved Departmental summer courses under 1 (e).

4. A permanent certificate shall not be granted unless recommended by the proper inspector on a form furnished by the Department of Education.

SECTION II—PERMANENT FIRST CLASS CERTIFICATES

1. An applicant for a Permanent First Class certificate is required to submit,—

(a) an Interim First Class certificate;

(b) a statement from the proper inspector, on a form furnished by the Department of Education, that the applicant has taught successfully on a certificate valid in Ontario for at least two years in the public, separate, or continuation schools of Ontario;

(c) the certificate obtained through the successful completion of the Departmental Summer Course in Education;

(d) evidence of the successful completion of **five** courses chosen from the following:

(i) approved Departmental summer courses (as listed in Section VII on page 7) OR

(ii) Ontario university courses more advanced than Grade XIII, leading to a degree in Arts and each representing at least one-fifth of a university year, and one of which shall be English consisting of both English literature and English composition. (In the case of French-speaking teachers, if two or more university courses are chosen, one shall be English and one shall be a French course approved for the purposes of this clause.)

Note 1: The five courses may all be chosen from university courses, or all from approved Departmental summer courses, or may include one or more university courses and one or more approved Departmental summer courses.

Note 2: An applicant may substitute evidence of standing in **eight** Grade XIII (Upper School) papers for any **one** summer course under this clause, or evidence of standing in **eleven** Grade XIII (Upper School) papers for any **two** summer courses under this clause. Grade XIII papers acceptable for this purpose may be chosen from algebra or mathematics of investment, accountancy practice or secretarial practice, geometry, trigonometry and statics, botany, zoology, physics, chemistry, English, French, German, Greek, Latin, Spanish, Italian, history, and music.

Note 3: An applicant may substitute evidence of successful teaching experience on a certificate valid in Ontario, certified by the proper inspector on a form furnished by the Department of Education, for summer courses under this clause as follows: **three** years for one course; **six** years for two courses; **nine** years for three courses; **twelve** years for four courses; **fifteen** years for five courses. Teaching experience already substituted for Grade XIII standing towards an Interim First Class certificate may not, however, be used again under this clause.

2. An applicant may substitute for requirements listed in 1 (c), (d), evidence of the successful completion of the second year of the Normal School course, or the course leading to one of the following: (i) an Interim High School Assistant's Certificate, Type B, granted upon the successful completion of a one-year course at the Ontario College of Education, (ii) an Intermediate Home Economics Certificate, (iii) an Intermediate Industrial Arts and Crafts Certificate, (iv) the certificate granted upon the successful completion of the one-year English-French Model School course, (v) an Interim Primary School Specialist's certificate, (vi) a Certificate as Teacher of the Deaf, (vii) a Certificate as Teacher of the Blind.

3. An applicant who submits evidence of an honourable discharge from active service in His Majesty's forces may substitute evidence of months of active service for requirements under 1 (c) and (d) as follows:

(i) **ten** months for the certificate in Education; and/or

(ii) **ten** months for each certificate obtainable at an approved Departmental summer course. Active service credits used, however, for admission to Normal School or substituted for Grade XIII standing towards an Interim First Class certificate may not be used again under this clause.

4. A permanent certificate shall not be granted unless recommended by the proper inspector on a form furnished by the Department of Education.

SECTION III—PERMANENT PRIMARY SCHOOL SPECIALIST'S CERTIFICATE

1. An applicant for a Permanent Primary School Specialist's certificate shall submit,—

(a) an Interim Primary School Specialist's certificate;

(b) a statement from the proper inspector, on a form furnished by the Department of Education, that the applicant has taught successfully for at least two years in the public or separate schools of Ontario in a grade or in grades in which she is qualified to teach.

2. A permanent certificate shall not be granted unless recommended by the proper inspector on a form furnished by the Department of Education.

SECTION IV—PERMANENT KINDERGARTEN-PRIMARY CERTIFICATE

1. An applicant for a Permanent Kindergarten-Primary certificate who holds an Interim Kindergarten-Primary certificate obtained through one year's attendance at a Normal School in Ontario shall submit,—

(a) an Interim Kindergarten-Primary certificate;

(b) a statement from the proper inspector on a form furnished by the Department showing that the applicant has taught successfully for at least two years in the public or separate schools of Ontario in a grade or in grades for which the Interim certificate is valid;

Note: The two years required must be subsequent to the date of the Interim Kindergarten-Primary certificate.

(c) Grade XIII (Upper School) certificates in English literature and English composition;

Note: An applicant may substitute evidence of **two** years of successful teaching experience on a certificate valid in Ontario, certified by the proper inspector, for one Grade XIII paper, or **four** years for the two Grade XIII papers required under this clause.

(d) evidence of the successful completion of **two** Departmental summer courses chosen from the following: Elementary Art and Crafts; Elementary Vocal Music; Primary Methods, Part I; Primary Methods, Part II.

Note: An applicant may substitute evidence of **three** years of successful teaching experience on a certificate valid in Ontario, certified by the proper inspector, for one summer course, or **six** years for the two summer courses, under this clause, but years substituted for Grade XIII papers under (c) cannot be used again under (d).

2. An applicant who submits evidence of an honourable discharge from active service in His Majesty's forces may substitute evidence of months of active service for requirements under 1 (c) and (d) as follows:

(i) **six** months for each Grade XIII (Upper School) paper required under 1 (c); and/or

(ii) **ten** months for each certificate obtainable at summer courses under 1 (d).

Note: The same months of active service may not be substituted for credit under both (i) and (ii).

3. A permanent certificate shall not be granted unless recommended by the proper inspector on a form furnished by the Department of Education.

SECTION V—SECOND CLASS TO INTERIM FIRST CLASS CERTIFICATES

1. The holder of an Interim or Permanent Second Class certificate will be granted an Interim First Class certificate upon submitting evidence that he has fulfilled the current requirements for admission to the First Class course given in an Ontario Normal School.

Note: The applicant may substitute evidence of **three** years of successful teaching experience on a certificate valid in Ontario, certified by the proper inspector, for each Grade XIII paper required under this clause.

2. An applicant who submits evidence of an honourable discharge from active service in His Majesty's forces may substitute evidence of six months of active service for each Grade XIII paper required under this section.

SECTION VI—THE THIRD CLASS OR KINDERGARTEN-PRIMARY TO INTERIM SECOND CLASS CERTIFICATES

1. The holder of an Interim or Permanent Third Class certificate obtained by attendance at a Model School, or the holder of an Interim or Permanent Kindergarten-Primary certificate obtained through one year's attendance at Normal School, will be granted an Interim Second Class certificate upon submitting,—

(a) an Interim or Permanent Third Class certificate or an Interim or Permanent Kindergarten-Primary certificate;

(b) a statement from the proper inspector, on a form furnished by the Department of Education, that the applicant has taught successfully for at least two years in the public or separate schools of Ontario in a grade or in grades in which the applicant is qualified to teach;

(c) certificates indicating the successful completion of Grades XI and XII (Middle School) courses in English, history, mathematics and science. (In case of French-speaking teachers, English, special French, history and mathematics are required.)

(d) certificates indicating that the applicant has passed the ten annual Normal School Examination papers. (In case of French-speaking teachers, the papers shall be those of the University of Ottawa Normal School.)

2. An applicant may submit Grade XIII (Upper School) certificates,—

(a) in English literature and English composition in lieu of evidence of the successful completion of the Grades XI and XII (Middle School) course in English;

(b) in French literature and French composition in lieu of evidence of the successful completion of the Grades XI and XII (Middle School) course in special French;

(c) in history in lieu of evidence of the successful completion of the Grades XI and XII (Middle School) courses in history;

(d) in **one** of algebra or mathematics of investment, geometry, trigonometry or trigonometry and statics, in lieu of evidence of the successful completion of the Grades XI and XII (Middle School) courses in mathematics;

(e) in **one** of physics, chemistry, botany, zoology in lieu of evidence of the successful completion of the Grades XI and XII (Middle School) courses in science.

SECTION VII—APPROVED DEPARTMENTAL SUMMER COURSES

For purposes of this memorandum, approved Departmental summer courses are courses leading to an Interim Elementary or Intermediate Agriculture certificate; an Interim Elementary or Intermediate Art and Crafts certificate; an Interim Supervisor's certificate in Arts and Crafts; an Audio-Visual Aids certificate (obtained after September 1, 1946); an Interim Elementary Auxiliary Education certificate; an Interim Intermediate Auxiliary Education certificate; Interim Supervisor's Auxiliary Education certificate; an Interim Elementary Commercial certificate; an Interim Elementary or Intermediate Guidance certificate; an Interim Elementary Home Economics certificate, Type B or C; an Interim Elementary Industrial Arts and Crafts certificate, Type A or B; an Interim Elementary or Intermediate Physical and Health Education certificate, Type B; an Interim Supervisor's certificate in Physical and Health Education; an Interim Primary Methods certificate; an Interim Elementary or Intermediate Vocal Music certificate, Type B; an Interim Supervisor's certificate in Vocal Music; other certificates obtained by the successful completion of Departmental summer or winter courses later approved by the Minister for credit towards permanent or higher certificates.